

Creating Course

Step 1: Click on Administration

Step 2: Click the go button beside the Create New

Classroom

Create and manage classroom courses (including course sections and other events). When managing a course, use the workflow steps to enter information for the course.

Search
Simple Search | [Advanced Search](#)
To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Search to specify specific search criteria for your search.

Search Text

Search Type

All words

Create NewGo

Step 3: Populate new course information:

New Course

Create and manage classroom courses (including course sections and other events). When managing a course, use the workflow steps to enter information for the course.

SummarySectionCategoriesImageCostPrerequisitesEquivalenciesContent Sharing

Edit SummaryComments

Type new or change existing summary information about this course. The system also uses this information to generate course details.

Locale(s)

English (US)

* Title

LDSS - FIPS041: SNAP New Worker Training Phase II

* Description

LDSS - FIPS041: SNAP New Worker Training Phase II

☒ Display entire description on the Details page for the item

* Keywords

LDSS - FIPS041: SNAP New Worker Training Phase II

Course Provider

Duration (Hours)

Course Number

Credit Type

Credit Value

Check Spelling

CreateCancel

Creating Sections:

Step 1: Click on go beside Single Event

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The course was created.
Create and manage classroom courses (including course sections and other events). When managing a course, use the workflow steps to enter information for the course.

[Summary](#) [Section](#) [Categories](#) [Image](#) [Cost](#) [Prerequisites](#) [Equivalencies](#) [Certificate](#) [Access Approval](#) [Permissions](#)

[Content Sharing](#) [Check In](#)

[Manage Sections](#) [Comments](#)

Section List | [Section Calendar](#)

Use the Page menu to create sections. Use the search area to find existing sections for this course and perform actions for them. Click the plus sign (if events).

Section Status Current

Single Event Go

Start Date

Step 2: Fill in all info and click create

Enter Search Text... Advanced Search

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Home >> Administration >> Manage Training >> Classroom >> Section List >> Edit Section

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Create and manage classroom courses (including course sections and other events). When managing a course, use the workflow steps to enter information for the course.

[Section](#) [Events](#) [Expenses](#) [Image](#) [Cost](#) [Permissions](#) [Activity](#) [Lodging Facility](#) [Meals](#)

[Edit Section](#) [Location](#) [Instructor](#)

Enter information using the fields and menus below and then click Create (new event) or Save (editing an event) for the single event section.

* Section Title

LDSS - FIPS041: SNAP New Worker Training Phase II

* Section Code

Chesterfield

* Minimum Capacity

4

* Maximum Capacity

20

* Waitlist Option

☒ Automatic ☐ None

* Collaboration Space Option

☐ Yes ☒ No

* Lodging Available

☐ Yes ☒ No

* Meals Available

☐ Yes ☒ No

* Event Start Time

5/4/2015 9:00 AM

* Event End Time

5/7/2015 4:00 PM

* Recurrence Type

No Recurrence

Recurrence End Date

Week

Days

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

* Enrollment Start Date

5/21/2015 12:00 AM

* Enrollment End Date

5/31/2015 8:00 AM

Enrollment Cancellation Deadline

Pre-Enrollment Comments

* Event Format

☒ In-Person ☐ Virtual

* Virtual Event Type

Templates

* Host ID

Host URL

Attendee URL

Web Event Code

Phone Number

Phone Password

Host Additional Information

Attendee Additional Information

Check Spelling

Create

Cancel